

Permit application instructions

All information on permit applications must be entered completely and accurately using ink, typewriter, or our fill-in-the-blank forms.

1. The correct address of the work site must be entered on all permit applications. Incorrect address information is cause for rejection of the permit application. The correct address may be confirmed by using the town Geographic Information System (GIS) found at:
<http://ags2.cdm.com/fl/enfieldct/main.html>
2. The correct owner of record for the work site must be entered on all permit applications. Incorrect owner information is cause for rejection of the permit application. The correct owner of record may be confirmed by using the town Geographic Information System (GIS) found at:
<http://ags2.cdm.com/fl/enfieldct/main.html> or by accessing the town assessor's database at:
<http://data.visionappraisal.com/EnfieldCT/DEFAULT.asp>
3. If the owner of record recently changed, a copy of the new deed must be included with the permit application. The deed must be recorded with the town clerk and contain the clerk's book and page number.
4. Contractor information must contain the license number and license type of the contractor and expiration date of the license. All license information is verified with the state department of consumer protection. Licensed journeymen must be employed by a contractor to exercise the privileges of their licenses.
5. Correct permit fees are required by check or in cash. Credit cards are not accepted. Permit fees are found at: http://www.enfield-ct.gov/filestorage/91/12798/4309/Fee_table_1July2010.pdf
6. Workers' compensation insurance certificates are required before a permit may issue. See:
http://www.enfield-ct.gov/filestorage/91/12798/4309/Workers_Comp1.pdf